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DDA 86-0167/6
7 March 1986

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 7 March 1986

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2. A long-term [] has made an unprecedented donation to the Agency's Educational Aid Fund (EAF). This patriotic gesture was the result of faithfully saving monies earned during his years of service to the Agency. His generous gift of \$20,000 will be used for scholarship assistance to dependent children of Agency employees killed in the line of duty. The EAF Board of Trustees will consider the first nominees for this Memorial Award in April.

3. On 24 February 1986, the DCI approved the Experimental Job Evaluation and Pay Plan for the Agency secretarial occupation, with implementation to take place on or before 1 October 1986. Between now and implementation, the Office of Personnel (OP) will be working on administrative procedures for conversion to the new system. OP is currently working with Directorate representatives to establish criteria which will be used to convert people and positions, and to provide guidelines to be used by the Directorates for developing increased numbers of positions at the new Levels III and IV in accordance with the objectives of the program.

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5. Clerical recruiters are continuing to step up their efforts in seeking qualified applicants to fill clerk typist and stenographer needs throughout the Agency. They have been visiting local high schools and business colleges almost on a daily basis to promote interest in Agency careers in the secretarial field and have been well received by placement counselors and students.

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6. The Black Affairs Program Manager and the Chief, Washington Area Recruitment [redacted] visited two Historically Black Colleges and Universities (Hampton University and Virginia State University) in preparation for a March [redacted] recruiting effort at both schools. Discussions of the institutions' curriculums were held, and plans were developed for information sessions prior to the recruitment date. At Virginia State, our representatives participated in an informal but lively discussion with an international studies class. The students' questions were probing, and their enthusiasm and interest in the Agency carried the session 20 minutes beyond schedule.

7. The impact of the Gramm-Rudman-Hollings Act was felt this week in the Insurance Operations Division (IOD). OP was advised by the Department of Labor (DOL) that as of 4 March 1986 payments to certain providers of medical services under the Federal Employees Compensation Act (on-the-job injuries and occupational illnesses) will be reduced by 7.37%. Although this reduction does not affect approved awards, such as payments for disabilities or loss of life or limb made on a monthly or lump sum basis, it will impact ongoing cases where medical bills are normally paid at 100%. To minimize the negative impact of this action on Agency employees, IOD ensured that outstanding bills at the DOL that would have been affected were processed prior to the 4 March deadline. Unfortunately, all subsequent bills processed after 4 March will be reduced by 7.37%.

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9. The Office of Logistics (OL) reports that on 27 February a contract was awarded to Gilles and Cotting for renovation of approximately 4,667 square feet of office space in the 2E corridor of the Headquarters Building for the Counterterrorist Center project. The contract has a key feature of a \$1,000-per-day bonus for each phase of work finished before the required completion date. The maximum bonus per phase is \$5,000 each.

10. Due to the increase in security checks now enforced at Capitol Hill, drivers for the Motor Pool Branch have experienced difficulty in gaining access to the area for passenger dropoffs and pickups. Arrangements are currently under way with OS to issue special credentials which will permit Agency drivers access to the secured areas.

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12. Representatives from the Office of Public Affairs (OPA) viewed the 16mm motion picture film entitled CIA and Its People. This production will replace the multimedia 15-projector slide show that is currently shown during recruitment efforts. This project was a major motion picture production which took the OL six to seven months to produce. The OPA representatives were very impressed with the 16-minute film, which is scheduled to be shown to the Director, OPA on 10 March.

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15. A new program designed by the Office of Communications (OC), "Professional Opportunities in Telecommunications" (POINT), is being implemented for the purpose of identifying career-oriented employees from within the Agency for training as Telecommunications Officers (TCO). During their initial training period, POINT candidates will study material and be taught skills that will enable them to meet OC existing entry requirements. In this way OC intends to maintain the high standards that traditionally characterize TCO personnel while offering career opportunities to a broad spectrum of Agency personnel.

16. February turned out to be the record-breaking month for messages processed by the DATEX system. There were several record-breaking days of

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17. Placement of new telephones for the non-secure phone system at Headquarters commenced on 24 February 1985. To date, over [] phones have been installed. It will take approximately five weeks to install the remaining [] instruments. The placement of the new telephones on customer desks sparked a renewed interest in registration for the training courses on telephone usage, so it was necessary to arrange for additional registration days to accommodate latecomers. The training began on 3 March 1985. (c)

18. The Office of Information Technology (OIT) has begun a new expert systems project, referred to as Tasking Expert Systems (TESS). The customer is the Advance Planning and Evaluation Group in the Current Requirements and Evaluation Staff. The goal is to develop an expert system that will initially facilitate imagery tasking, and will eventually facilitate tasking and queuing. This will become integral to the operation of the Intelligence Requirements Center.

19. OIT reports that execution time for the hourly update to the MAIL files in SAFE Delivery 1 has been substantially reduced. This should alleviate problems the DI has been experiencing in receiving timely MAIL delivery.

20. Recently a final decision was reached on the back pay that is due members of the Senior Intelligence Service which occurred during the period 4 November 1979 through 31 December 1981. These back payments result from a court decision which holds that certain salaries were improperly capped. Payments will be made to the approximately [] active Agency employees affected with the regular salary payments to be made on 27 March 1986. There are approximately [] retirees and/or resignees who also are entitled to receive SIS back pay as a result of the court decision.

21. We have been advised by the General Services Administration (GSA) that the new lodging plus method of computing domestic subsistence/per diem will be placed into effect on 1 July 1986. The draft of the implementing regulations has not been completed. GSA stated that the regulations will be issued shortly after the implementation date.

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25. On 27 and 28 February and 1 March, Professors Seweryn Bialer of Columbia University and Gail Lapidus of the University of California (Berkeley) conducted the Soviet Realities Institute's first seminar. The seminar focused on keys to understanding the nature, functioning, and goals of the Soviet system. Bialer and Lapidus examined Gorbachev's policies and goals in the context of the overall social, political, and economic setting, citing historical, cultural, and systemic constraints to their achievement. The final morning was devoted to specific issues raised by the class, and the discussion included consideration of Soviet policies towards Eastern Europe and the Third World, attitudes regarding the Strategic Defense Initiative, and ways of dealing internally with consumer expectations and Western influences. The students were active in the discussions throughout the program and were enthusiastic in their praise for the seminar. Twenty-four Agency officers with responsibilities for the Soviet Union participated--11 each from the Directorates of Intelligence and Operations and two from the Directorate of Science and Technology. They ranged in grade from GS-10 to SIS-04. The next seminar will be offered by Professor Richard Pipes of Harvard University in June.

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26. Representatives from the Secretarial, Administrative, and Communications Training Division depart on 4 April for [redacted] where they will conduct two runnings (8 - 11, 15 - 18 April) of a professional development program for EUR Division administrative personnel. Accompanying them will be three representatives from EUR Division. Twenty-seven students are expected in each of the two runnings of the program, including some OC and Office of Technical Service administrative support personnel.

Richard J. Kerr

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